



- INTERNAL JOB OPPORTUNITY -
Asset Management and Protection
Natural Resource Program Coordinator

CLOSES: November 10, 2004

SALARY: \$3,215 - \$4,115 Range 52

APPOINTMENT TYPE: Permanent, FT

LOCATION: Olympia, WA

POSITION PROFILE:

The successful candidate will assist with negotiations to acquire real properties eligible for inclusion in Natural Area Preserves (NAPs) and Natural Resources Conservation Areas (NRCAs) sites statewide and will lead negotiations on selected properties. The position will initiate and conduct real property research, inspect properties, make decisions regarding land title, coordinate removal of and amendments to encumbrances, analyze real property appraisals, work to resolve valuation issues, prepare and deliver purchase offers, prepare legal documents, complete complex real property technical tasks, and meet and coordinate with other DNR programs, other agencies, county planners, non-profit conservation organizations, land acquisition grant managers, and landowners. The position will coordinate project needs with program procedures and grant fund requirements and also coordinate technical work elements on all land acquisition projects in the unit.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Bachelor's degree
- Background and experience with real property transactions (land purchases, sales, or exchanges);
- Ability to effectively manage multiple projects in various stages;
- Ability to work well both independently and as part of a team;
- Excellent written and oral communications skills;
- Very good attention to detail;
- Strong interest in DNR's Natural Heritage and Natural Areas programs.

WHO MAY APPLY: Permanent DNR employees who are eligible to transfer may apply.

APPLICATION PROCESS: Please send a letter explaining why your education, experience, and interests qualify you for the position, as well as a current resume to Michele Balentine at Michele.balentine@wadnr.gov or Michele Balentine - AMP Division - PO Box 47014, Olympia, WA 98504.

If you have questions, please contact Craig Calhoon at (360) 902-1619.